

ESA May Board Meeting

MINUTES

MAY 14, 2014

2:12 P.M.

PIKES PEAK REGIONAL BUILDING DEPARTMENT
2880 INTERNATIONAL CIRCLE, COLORADO SPRINGS

FACILITATOR	Jim Reid, Commissioner Sallie Clark
NOTE TAKER	Caroline Sasaki
ATTENDEES	Chief Carl Tatum, Sam Gieck, T. Wayne Florek, William Normile, Dr. Julie Kiley, Jeffery Force, Dr. Timothy Hurtado, Chief Steve Murphy, Chief Matt Love, Chief Jeremy Gardner, Kenneth Hodges
ABSENT	None.

Agenda topics

1. CHANGES TO AGENDA/POSTPONEMENTS

DISCUSSION	
None.	

2. PUBLIC COMMENT

DISCUSSION	
<p>Jim Reid thanked Commissioner Clark and the City of Fountain for their efforts in making this new organization happen. He continued by thanking Chief Tatum and Eileen Gonzales for their role in negotiating the new contract, and Caroline Sasaki for her assistance. He thanked the new board members for volunteering their time (Councilmember Sam Gieck, Chief Steve Murphy, Chief Matt Love, and Chief Jeremy Gardner), and returning members for continuing to give their time. Lastly, he thanked AMR for staying at the table to provide the citizens of El Paso County with ambulance service.</p>	

3.A. ELECTION OF OFFICERS

DISCUSSION	
<p>Jim Reid led the first order of business to elect a new chairperson. Chief Tatum nominated Commissioner Clark as Chair. As there were no other nominations, no motion and second were required. Commissioner Clark accepted the position through the end of the the current year only due to other commitments. Chair Clark then proceeded with motions to elect the remaining officers.</p>	
MOTION	PERSON RESPONSIBLE
Motion to elect Chief Carl Tatum as Vice-Chair.	Dr. Hurtado
Second	Wayne Florek
VOTE	
Vote to elect Chief Carl Tatum as Vice-Chair.	Unanimous
MOTION	PERSON RESPONSIBLE
Motion to elect Jeff Force as Secretary.	Chief Jeremy Gardner
Second	Bill Normile
VOTE	
Vote to elect Jeff Force as Secretary.	Unanimous
MOTION	PERSON RESPONSIBLE
Motion to elect Wayne Florek as Treasurer.	Chief Carl Tatum
Second	Jeff Force
VOTE	

Vote to elect Wayne Florek as Treasurer.	Unanimous
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3.B. IGA & BYLAWS

DISCUSSION
<p>Kenneth Hodges addressed the board and referred them to the IGA and the Bylaws in their binders. He stated they form the structure and limitations of the board, and rather than going through them, he would address any concerns the board may have about them. Mr. Hodges also pointed out that the officers just elected will serve as the executive committee, which will supervise staff, and sign grant applications, documents, and expenditure authorizations up to \$25,000. Chair Clark suggested that all board members familiarize themselves with both documents. A question arose regarding the fact there are 12 members on the board, and how that would affect a vote resulting in a tie. Kenneth Hodges replied the board is subject to Robert's Rules of Order, and so the motion would fail. Dr. Kiley brought up term limits for the physician positions, and a discussion ensued. The main concern being that those positions are appointed by the hospitals, and usually will be limited by term in some other way. Additionally, the hospitals don't have a large number of staff that could rotate through. The board agreed they would like to see the IGA be changed so those two positions would not be term limited. Mr. Hodges informed the board that a motion could not be entertained during this meeting, but it could be added to the agenda for the next meeting. At that point, the change to the IGA could be brought before the Board of County Commissioners and Fountain City Council for approval.</p>

3.C. OPEN BOARD POSITION

DISCUSSION
<p>Chair Clark suggested drafting a letter to mayors of other towns that would qualify to extend invitations. Chief Tatum additionally suggested posting the open seat on both the county website and the ESA website.</p> <p>The open position is listed on pg. 4 of the IGA as: "One (1) Elected Official and Alternate Elected Official or official designee from another municipality in El Paso County covered by the ESA's ambulance service contract, appointed jointly by the Board of County Commissioners and Fountain City Council, excluding Colorado Springs."</p>

3.D. SUBCOMMITTEE CREATION

DISCUSSION
<p>Jim Reid suggested combining three of the old committees into one, and keep the Medical Control Committee separate. He proposed combining the Agenda Planning Committee, the Grant Committee, and the Compliance Committee into a "Planning Committee". There would then be two committees, the Planning Committee and the Medical Control Committee. Kenneth Hodges informed the board that no motion or vote was needed, just an agreement. The board agreed to create the two committees, with Dr. Kiley heading the Medical Control Committee. Mr. Reid added that it would be beneficial to have more fire district representation in the Planning Committee, and the board agreed, with the fire chiefs in acknowledgment, to attend.</p>

3.E. FUTURE ESA BOARD MEETING DATES

DISCUSSION	
<p>The board discussed the option of keeping future meetings on the first Wednesday of every month at 2:00pm or moving the meetings to the evenings. There was a suggestion to move the meetings one hour later, and the board agreed that holding future meetings at 3:00pm on the first Wednesday of each month would work with their schedules (subject to change due to holidays or business needs).</p>	
MOTION	PERSON RESPONSIBLE
Motion to set future meetings at 3:00pm on the first Wednesday of each month.	Bill Normile
Second	Dr. Hurtado
Approved.	Unanimous

3.F. STATEMENT OF POSTING LOCATIONS

DISCUSSION
<p>Caroline Sasaki presented the annual notice of public places for posting of meeting notices as required by the Colorado Open Meetings Law. Notice of all ESA regular and special meetings include an agenda and shall be posted at the El Paso County administrative offices at 200 S. Cascade Ave., Colorado Springs, Colorado. ESA meetings are regularly held at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado. The official custodian of the ESA minutes is Board Secretary Jeff Force, and minutes are kept in the ESA's offices at the Pikes Peak Regional Development Center, Suite 110, Colorado Springs, Colorado.</p>

3.G. 2014 BUDGET

DISCUSSION
Caroline Sasaki presented a budget example, and informed the board that it won't be approving a budget until the new contract is complete and signed. The main purpose of reviewing a sample budget was to prepare for the final budget and for the board to ask questions or bring up concerns. Jim Reid reminded the board that certain line items are no longer in the budget (legal, office space, etc), because those costs are covered by the County. Commissioner Clark added she would like to separately track services that are no longer being paid by the ESA, but are instead being paid by the County. Additional discussion focused on expenses for future RFP processes, and where funds for that will come from.

3.H. AUDIT UPDATE

DISCUSSION
Caroline Sasaki informed the board that the auditors are scheduled to start their field work on May 27 th , and expect to complete it in about ten days.

3.I. WEBSITE UPDATE

DISCUSSION
Caroline Sasaki discussed the updates to the website and the new logo. The board agreed to keep prior documents available on the website on an archive page that relate to ambulance contracts that have expired.

3.J. BOARD MEMBER/STAFF COMMENTS

DISCUSSION
Caroline Sasaki clarified the start time of 3pm for the next board meeting on June 11th. Jim Reid introduced Lieutenant Mike Skeldum of the Fountain Fire Department as the alternate for Councilmember Sam Gieck. Laura Saenz of AMR notified the group that May 21 st is National CPR Day. AMR will be at four local YMCAs, the 8 th Street Walmart, and the Sky Sox game. She added that the following week is EMS week.

4. EXECUTIVE SESSION REQUEST

DISCUSSION	
Chair Clark stated there was a request for an Executive Session to discuss the following topic: reviewing matters that may be subject to negotiations. In accordance with the Colorado Open Meetings Law, Section 24-6-402 (4), the El Paso County Emergency Services Authority, in open session, will determine whether it will hold a closed executive session. The matter for executive session will be limited to the topics identified in Section 24-6-402 (4) of the Open Meetings Law, and the topic for discussion will be stated in the open session in as much detail as possible without compromising the purpose of the executive session. The Chair shall poll the ESA members, and upon consent of two-thirds of the members present, an executive session will be held. If consent to the executive session is not given, the item may be discussed in open session or withdrawn from consideration.	
MOTION	PERSON RESPONSIBLE
Motion to move into executive session at 3:15pm.	Dr. Hurtado
Second	Bill Normile
Approved	Unanimous

5. ADJOURNMENT

DISCUSSION	
The board returned to open session, and Chair Clark stated no formal action was taken in executive session. Chair Clark also addressed the July 2 nd meeting as some board members stated they may be out due to the holiday. The board agreed to move the meeting from July 2 nd to July 9 th at 3pm.	
MOTION	PERSON RESPONSIBLE
Motion to Adjourn.	Chief Tatum
Second	Dr. Hurtado

Approved	Unanimous
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MEETING ADJOURNED AT 4:13 p.m.